

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-107 **Issue Date:** 07-27-12 **Closing Date:** 08-10-12

Home/Parent Liaison
Yakama Nation Tribal School
Department of Health & Human Services
Hourly Wage: DOQ/Full-Time/Regular

The job of Home/Parent Liaison is done for the purpose/s of providing support to the instructional program with specific responsibilities for conveying information regarding school and/or district activities and procedures; facilitating administrative processes; providing information on services available to eligible students and families; and referring families to other agencies.

Knowledge, Skills and Abilities:

- Skills are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records.
- Knowledge is required to perform basic math including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stage of child development; and community resources, federal and state education programs; knowledge of community resources; school safety and security practices.
- Ability is required to schedule activities and /or meeting; collate data; and use basic, job related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety to data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific Ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with detailed information; dealing with frequent interruption.

General Recruiting Indicators:

- Community college and/or vocational school degree with study in job-related area.
- Maintain certificates and/or licenses.
- Continuing Education Requirements.
- Pre-Employment drug and alcohol test.

Special Requirements:

- First Aid /CPR Certificate.
- Valid WA State Driver's License with ability to obtain a Tribal Driver's Permit.
- Criminal Background Checks.